

DEPARTMENT OF TRANSPORTATION SERVICES
COMMITTEE FOR ACCESSIBLE TRANSPORTATION
BYLAWS

I. Name

The name of this Committee shall be the Committee for Accessible Transportation of the Department of Transportation Services (DTS), hereinafter referred to as the Committee.

II. Purpose

To serve as a committee whose duties include providing counsel and advice to the Director of the Department of Transportation Services (hereinafter referred to as "Director") concerning the transportation goals and objectives for the elderly and persons with disabilities (the "target population").

III. Goals and Objectives

The goals and objectives of the Committee pertaining to the target population are to:

- A. Provide advice regarding fixed route transit and paratransit issues as well as transportation planning and operational issues.
- B. Provide guidance and advice regarding accessible public transportation services for the elderly and persons with disabilities.
 1. Facilitate the E~~efficiently utilize use of~~ existing transportation services and facilities for the elderly and persons with disabilities.
 2. Minimize physical, operational, and psychological other barriers to the use of the public transit system.

3. Support the sustainable operation of ~~Provide continuing transportation services that are usable and accessible by all riders according to the needs of elderly and persons with disabilities.~~
 4. Support the coordination of paratransit services with fixed route transit services.
- C. Provide guidance and advice to achieve efficient service at the lowest possible cost to the City and to the target population consumer.
1. Ensure that transportation services for the elderly and persons with disabilities are provided in a manner which minimizes duplication or overlap and enhances system efficiency and economy.
 2. Maximize the use of all available non-City, State, Federal and other ~~funding to provide transportation services to the elderly and persons with disabilities.~~
- D. Ensure that the public participation process conforms to national policy and is sensitive to changing conditions.
- E. Ensure that all transit services and facilities are in compliance with appropriate applicable City, State and Federal requirements.

IV. Functions

Functions of the Committee include but are not limited to the following:

- A. Recommend specific action promoting public transportation services for the target population ~~for the elderly and persons with disabilities.~~
- B. Maintain communication with agencies and organizations that provide transportation for the elderly and persons with

disabilitiestarget population.

- C. Review, comment and make recommendations on brochures, pamphlets, posters, surveys, and other materials concerning information relating to public transportation services for the elderly and persons with disabilitiestarget population.
- D. Support affirmative legislation concerning transportation services for the elderly and persons with disabilitiestarget population.
- E. Other duties and responsibilities as deemed necessary by the Director.

V. Communications

For purposes of coordination, the Committee is a function of the Department of Transportation Services. All official communications shall be conducted through such designated office. Functions, activities, and communication lines not already established herein shall require approval by the Chairperson, or the Chairperson's designee, until the next Committee meeting. Ongoing functions and activities, including communications, which have already been approved by the Committee, shall proceed with the approval of the Chairperson of the Subcommittee concerned, if any. Copies of communications to the public shall be filed with the Director for appropriate distribution.

VI. Membership

A. The members of the Committee shall be fifteen (15) to twenty (20) in number, of which at least fifty percent (50%) shall be voting members. Voting members shall include no more than two (2) at-large members. The remaining members shall be non-voting members.

A.B. RegularVoting members ~~(voting)~~ are agencies and non-profit organizations with an interest in, and knowledge about, transportation issues concerning ~~who advocate for the~~ elderly and

~~persons with disabilities~~target population. Membership shall be by appointment of the Director for a term coterminous with that of the Director prevailing. Each member agency or non-profit organization shall appoint a primary and at least one alternate representative to attend Committee meetings. When a vacancy occurs in the regular voting membership of the Committee, the Director shall appoint a replacement. The Committee may recommend ~~names~~ agencies/non-profit organizations for consideration for membership.

C. ~~Ex-officio~~N (non-voting) members of the Committee shall include related City and State departments and the contractor that operates the fixed route and paratransit services. Membership shall be by appointment of the Director ~~for a term coterminous with that of the Director prevailing~~. Each ~~ex-officio~~non-voting member agency shall appoint a primary and at least one alternate representative to attend Committee meetings.

B.D. The two (2) at-large (voting) members of the Committee shall be ~~an individual~~s who ~~makes use of~~ the City's public transit services. Membership shall be by appointment of the Director for a term coterminous with that of the Director prevailing.

C.E. Members shall be selected based on their knowledge and understanding of the transportation related issues concerning the target population, i.e., the elderly and persons with disabilities.

D.F. Three unexcused absences, within a fiscal year, from regular or special meetings may constitute grounds for a recommendation to the Director for termination of membership status. The Committee, as a whole, may notify the Director when any regular voting member has accumulated three unexcused absences. Voting members that resign from the Committee shall notify the Director in writing.

VII. Officers

A. The officers of the Committee, ~~all of whom~~ shall be a Chairperson and a Vice-Chairperson, regular voting members, shall be a Chairperson, a Vice-Chairperson, and that are elected biannually by the Committee. ~~The O officers will be allowed to may serve in a particular office (Chairperson or Vice Chairperson) for up to a maximum of two consecutive terms, or longer as may be agreed upon by majority of members may agree on.~~

B. ~~The duties of the officers shall be the usual duties pertaining to their offices.~~ The Chairperson shall preside over all meetings of the Committee. In the absence of the Chairperson, the Vice Chairperson shall preside. In the absence of the Chairperson and Vice Chairperson, the voting members may elect a Chairperson pro tem. The Chairperson may designate such other appropriate duties to each officer in addition to those specified in the Bylaws of the Committee ~~as deemed appropriate to each officer.~~

C. Nominations and Elections.

The "Notice of Nominations and Elections" will be an agenda item for a meeting held every two years ~~in June, in even-numbered years.~~ The Chairperson will call for nominations from the floor for the positions of Chairperson and Vice Chairperson. Once nominations have been closed, voting members of the Committee may vote by roll call; by show of hands; by voice vote; or by unanimous consent. ~~secret paper ballot or other method for their choices.~~

D. ~~All~~ The newly elected officers shall assume their duties at the meeting immediately following the one at which the election is held.

VIII. The Executive Committee.

A. Membership-

The Executive Committee shall be composed of the elected officers and chairpersons of ~~all of its~~ any ad hoc subcommittees created by the Committee Chairperson as deemed necessary and approved by the Committee.

B. Duties-

The Executive Committee shall:

1. Make recommendations to the Committee concerning new or ongoing functions, policies or other matters as necessary.
2. Respond to communications between Committee meetings where deadlines make it necessary.
3. Make emergency decisions regarding Committee positions until the next regular or special Committee meeting.
4. Recommend formation or appointment of new subcommittees to meet the needs of the Committee.
5. Perform such other duties as the Committee, the Chairperson or the Director may deem necessary.

C. Meetings-

Meeting of the Executive Committee shall be held on the call of the Chairperson or Director or two members of the Executive Committee.

D. Quorum-

A majority of the members of the Executive Committee ~~(more than 50%)~~ shall constitute a quorum.

IX. Sub~~c~~-Committees

A. Membership

Sub-committees, standing or special, may be appointed by the Chairperson. The Chairperson shall appoint a subcommittee Chairperson and shall be a member of all sub-committees. A subcommittee shall consist of at least three members. All subcommittee members shall be considered voting members of that subcommittee.

B. Meetings

Subcommittee members shall be notified of meetings not less than six (6) days in advance.

C. Quorum

A majority of the voting members of a subcommittee shall constitute a quorum for subcommittee meetings; a majority affirmative vote of voting members of a subcommittee shall be required to take any action.

X. Meetings

- A. This Committee will meet at least semiannually ~~four (4) times a year~~ and every two years one of those meetings will be held ~~in June~~ for the purpose of nominations and election of Officers.
- B. Members shall be notified of regular and special meetings at least six (6) days in advance.
- C. A majority of regular voting members ~~present, but not less than three (3),~~ shall constitute a quorum for regular voting and

special meetings: a majority affirmative vote of ~~regular~~voting members ~~present~~ shall be required to take any action.

- D. Special meetings, in addition to the regular meetings, shall be held as deemed necessary by the Chairperson or the Director, or as may be requested in writing to the Director by at least any three members of the Committee. Agenda shall be limited to the purposes for which the special meeting was called.
- E. The meetings shall be governed by Robert's Rules of Order, Newly Revised, except as superseded herein.
- F. Each regularvoting and-at-large member shall have a vote on all matters to come before the Committee. ~~Ex-officio~~Non-voting members may discuss any issue but shall not have voting power.

XI. Reports

The Committee may submit a regular semiannual evaluation of the special transit service to determine the adequacy of service and to submit any recommendations for its improvement to the Department of Transportation Services.

XII. Support Services

The Department of Transportation Services will provide staff support services to the Committee which shall include coordination with other government agencies. Support services shall consist of a staff officer, legal advisor, clerical services, and such other assistance as the Committee may require.

XIII. Amendments

The regularvoting members may propose amendments to these Bylaws by submitting in writing the proposed changes at a regularly scheduled or special Committee meeting. A vote will be taken on the

proposed amendment(s) at the following regularly scheduled or special meeting of the Committee. A simple majority affirmative vote of voting ~~all the voting~~ members present shall be necessary to amend these Bylaws.

XIV. Member List

REGULAR VOTING MEMBERS (Voting ~~members.~~ Organizations):

1. Catholic Charities Hawaii
2. Easter ~~s~~ Seals Hawaii Seal Society ~~o~~ Of Hawaii, Inc.
3. Hawaii Centers For Independent Living Access 2 Independence
4. Ho'opono
5. Kokua KOKUA Program, University o Of H,awaii at Manoa
6. Lanakila Pacific
7. Hawaii Disability Rights Center
8. Adult Day Services Centers Hawaii, Inc.

TWO (2) AT-LARGE MEMBERS (Voting members s)

EX-OFFICIO NON-VOTING MEMBERS (Non-voting ~~members.~~ Agencies ~~r~~ Represented.):

1. Honolulu Committee o On Aging
2. Oahu Metropolitan Planning Organization
3. State Dept. O of Health
4. Fixed Route a And Paratransit Services Contractor
5. Disability a And Communication Access Board
6. Department of Transportation Services (DTS) ~~ts~~ Staff

Updated~~d~~ approved: 10/6/04

Updated~~d~~ approved: 6/4/08

Update approved: 2/15/12

Update approved: _____